

**IAA# : 18FDOJ170001**

**U.S. General Services Administration, Technology Transformation Service, 18F  
and  
U.S Department of Justice**

**FORM 7600A, ATTACHMENT 1  
Additional Clauses**

**1.0 Funding and Reimbursement**

The servicing agency is limited to recovery of actual costs. The requesting agency and servicing agency will reconcile the underlying volume numbers used to calculate the amounts in this agreement, no later than monthly. Once the volume has been determined, funding under this agreement will be adjusted accordingly. If it is determined that a refund to the requesting agency is necessary, those will be provided via IPAC.

The servicing agency POC will notify the requesting agency POC if it appears that performance will exceed the total estimated costs identified in block 30 of any 7600B issued under this agreement. The servicing agency also agrees to cease or curtail performance as may be necessary until the cost issue is resolved, and the parties will decide whether they want to amend this IAA or execute a new IAA for any additional work above the estimated agreement amount of this IAA. The servicing agency agrees to use its best efforts to perform the work specified in this Agreement within the not-to-exceed amount.

**2.0 Billing Instructions/Support Documentation for Expenditures**

The parties agree to the following:

Billing and reimbursement may be handled through the Intra-governmental Payment and Collection (IPAC) system. The IAA number, the Agency Locator Codes, appropriate accounting code(s), and associated dollar amounts must be referenced on all IPAC transactions or invoices. The servicing agency shall provide documentation supporting all charges to the requesting agency's COTR/POC.

Both agencies agree to promptly discuss and resolve issues and questions regarding payments. The servicing agency will promptly initiate year-end and closeout adjustments once final costs are known.

**3.0 Requesting Agency Program Office Responsibilities**

The requesting agency POC and the servicing agency program office shall be responsible for technical oversight of the specified services. In carrying out these responsibilities, they will operate within the scope of applicable regulations, specifically delegated authorities, and the program authorities and funding limitations of the IAA. The POC has no authority to make changes to the terms of the IAA.

**4.0 Project Completion and Closeout**

When the requesting agency has accepted all deliverables related to the IAA, the servicing agency will provide a final accounting of project costs to the requesting agency CO. The servicing agency account will then be closed and any remaining funds will be returned to the requesting agency immediately.

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After final accounting, the remaining balance in the project account will be de-obligated by IAA modification.

**5.0 Accessibility of Electronic and Information Technology**

Each Electronic and Information Technology (EIT) product or service furnished under this agreement shall comply with the Electronic and Information Technology Accessibility Standards (36 CFR 1194), which implements section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d).

**6.0 Free and Open Source Policy**

The requesting agency acknowledges the servicing agency's commitment to free and open source principles which may be found in the link below.

[github.com/18F/open-source-policy/blob/master/policy.md](https://github.com/18F/open-source-policy/blob/master/policy.md)

**7.0 Communications**

The requesting agency acknowledges that the servicing agency may write or speak about work or the process of creating such work in blog posts, case studies or other means of communication. 18F personnel are under legal obligations not to release any procurement sensitive information or other legally-protected information related to this interagency agreement.

Additionally, 18F will post the contents of this interagency agreement, including the Form 7600A, Form 7600B, Additional Clauses, Statement of Work, and Funding Details on a public website once signed. You may visit the website at: [pages.18f.gov/agreements-public](https://pages.18f.gov/agreements-public).

**8.0 FITARA Review**

If required by FITARA and requesting agency policy, the requesting agency acknowledges that a FITARA review was conducted by the requesting agency Office of Chief Information Officer.

United States Government  
Interagency Agreement (IAA) – Agreement Between Federal Agencies  
General Terms and Conditions (GT&C) Section

IAA Number \_\_\_\_\_ - 0000 - 0000  
GT&C # \_\_\_\_\_ Order # Amendment/Mod # \_\_\_\_\_

DEPARTMENT AND/OR AGENCY			
1.		Requesting Agency of Products/Services	Servicing Agency Providing Products/Services
	Name	Department of Justice	U.S. General Services Administration / Technology Transformation Service / 18F
	Address	145 N Street N.E., Washington, DC 20530	1800 F Street, N.W. Washington, D.C. 20405
2. Servicing Agency Agreement Tracking Number (Optional) <u>18FDOJ170001</u>			
3. Assisted Acquisition Agreement Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
4. GT&C Action (Check action being taken) <div style="margin-left: 20px;"><input checked="" type="checkbox"/> New <input type="checkbox"/> Amendment – Complete only the GT&amp;C blocks being changed and explain the changes being made.  <input type="checkbox"/> Cancellation – Provide a brief explanation for the IAA cancellation and complete the effective End Date.  <div style="text-align: center; color: blue;">10/18/2016 - LED</div></div>			
5. Agreement Period Start Date <u><del>10-01-2016</del></u> End Date <u>09-30-2017</u> of IAA or effective cancellation date MM-DD-YYYY MM-DD-YYYY			
6. Recurring Agreement (Check One) A Recurring Agreement will continue, unless a notice to discontinue is received. Yes <input type="checkbox"/> If Yes, is this an: Annual Renewal <input type="checkbox"/> Other Renewal <input type="checkbox"/> State the other renewal period: _____ No <input checked="" type="checkbox"/>			
7. Agreement Type (Check One) <input checked="" type="checkbox"/> Single Order IAA <input type="checkbox"/> Multiple Order IAA			
8. Are Advance Payments Allowed for this IAA (Check One) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes is checked, enter Requesting Agency's Statutory Authority Title and Citation			
Note: Specific advance amounts will be captured on each related Order.			

United States Government  
Interagency Agreement (IAA) – Agreement Between Federal Agencies  
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**9. Estimated Agreement Amount (The Servicing Agency completes all information for the estimated agreement amount.)**  
(Optional for Assisted Acquisitions)

Direct Cost \_\_\_\_\_ \$200,000.00  
Overhead Fees & Charges \_\_\_\_\_  
Total Estimated Amount \_\_\_\_\_ \$200,000.00

Provide a general explanation of the Overhead Fees & Charges  
The estimated agreement amount is based on GSA's costs of providing the services under this IAA. Reimbursement of GSA's costs is described further in the Statement of Work.

**10. STATUTORY AUTHORITY**

**a. Requesting Agency's Authority (Check One)**

Franchise Fund ☐    Revolving Fund ☐    Working Capital Fund ☐    Economy Act (31 U.S.C. 1535/FAR 17.5) ☒    Other Authority ☐

Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority

**b. Servicing Agency's Authority (Check One)**

Franchise Fund ☐    Revolving Fund ☐    Working Capital Fund ☐    Economy Act (31 U.S.C. 1535/FAR 17.5) ☒    Other Authority ☐

Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority

**11. Requesting Agency's Scope (State and/or list attachments that support Requesting Agency's Scope.)**

Each 7600B issued under these General Terms and Conditions contains specific details regarding work to be performed by 18F on behalf of the requesting agency.

**12. Roles & Responsibilities for the Requesting Agency and Servicing Agency (State and/or list attachments for the roles and responsibilities for the Requesting Agency and the Servicing Agency.)**

Roles and responsibilities for the requesting agency and GSA 18F will be further defined by the 7600 B and an optional Statement of Work (SOW) or Statement of Objectives (SOO) for each requested service or work effort pursuant to this agreement.

**United States Government**  
**Interagency Agreement (IAA) – Agreement Between Federal Agencies**  
**General Terms and Conditions (GT&C) Section**

IAA Number \_\_\_\_\_ - 0000 - 0000  
GT&C # \_\_\_\_\_ Order # \_\_\_\_\_ Amendment/Mod # \_\_\_\_\_

**13. Restrictions (Optional)** (State and/or attach unique requirements and/or mission specific restrictions specific to this IAA).

**14. Assisted Acquisition Small Business Credit Clause** (The Servicing Agency will allocate the socio-economic credit to the Requesting Agency for any contract actions it has executed on behalf of the Requesting Agency.)

**15. Disputes:** Disputes related to this IAA shall be resolved in accordance with instructions provided in the Treasury Financial Manual (TFM) Volume I, Part 2, Chapter 4700, Appendix 10; Intragovernmental Business Rules.

**16. Termination** (Insert the number of days that this IAA may be terminated by written notice by either the Requesting or Servicing Agency.)

30

If this agreement is canceled, any implementing contract/order may also be canceled. If the IAA is terminated, the agencies shall agree to the terms of the termination, including costs attributable to each party and the disposition of awarded and pending actions.

If the Servicing Agency incurs costs due to the Requesting Agency's failure to give the requisite notice of its intent to terminate the IAA, the Requesting Agency shall pay any actual costs incurred by the Servicing Agency as a result of the delay in notification, provided such costs are directly attributable to the failure to give notice.

**17. Assisted Acquisition Agreements – Requesting Agency's Organizations Authorized To Request Acquisition Assistance for this IAA.** (State or attach a list of Requesting Agency's organizations authorized to request acquisition assistance for this IAA.)

**18. Assisted Acquisition Agreements – Servicing Agency's Organizations authorized to Provide Acquisition Assistance for this IAA.** (State or attach a list of Servicing Agency's organizations authorized to provide acquisition for this IAA.)

**19. Requesting Agency Clause(s) (Optional)** (State and/or attach any additional Requesting Agency clauses.)

Please see Form 7600A, Attachment 1 - Additional Clauses

United States Government  
Interagency Agreement (IAA) – Agreement Between Federal Agencies  
General Terms and Conditions (GT&C) Section

IAA Number \_\_\_\_\_ - 0000 - 0000  
GT&C # \_\_\_\_\_ Order # Amendment/Mod # \_\_\_\_\_

**20. Servicing Agency Clause(s) (Optional) (State and/or attach any additional Servicing Agency clauses.)**

Please see Form 7600A, Attachment 1 - Additional Clauses

**21. Additional Requesting Agency and/or Servicing Agency Attachments (Optional) (State and/or attach any additional Requesting Agency and/or Servicing Agency attachments.)**

**22. Annual Review of IAA**

By signing this agreement, the parties agree to annually review the IAA if the agreement period exceeds one year. Appropriate changes will be made by amendment to the GT&C and/or modification to any affected Order(s).

**AGENCY OFFICIAL**

The Agency Official is the highest level accepting authority or official as designated by the Requesting Agency and Servicing Agency to sign this agreement. Each Agency Official must ensure that the general terms and conditions are properly defined, including the stated statutory authorities, and, that the scope of work can be fulfilled per the agreement.

The Agreement Period Start Date (Block 5) must be the same as or later than the signature dates.

Actual work for this IAA may NOT begin until an Order has been signed by the appropriate individuals, as stated in the Instructions for Blocks 37 and 38.

23.	Requesting Agency	Servicing Agency
Name	John Raymond	David Shive
Title	Director, IT Policy and Planning	Acting Commissioner, TTS
Telephone Number(s)		
Fax Number		
Email Address	john.j.raymond@usdoj.gov	david.shive@gsa.gov
SIGNATURE	JOHN RAYMOND <small>Digitally signed by JOHN RAYMOND DN: cn=JOHN RAYMOND, o=U.S. Department of Justice, ou=DOJ, email=JOHN.RAYMOND@USDOJ.GOV, c=US Date: 2016.09.28 14:06:30 -0400</small>	(b) (6) <i>Obectil</i>
Approval Date	09-28-2016	

**United States Government**  
**Interagency Agreement (IAA) – Agreement Between Federal Agencies**  
**Order Requirements and Funding Information (Order) Section**

IAA Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_      Servicing Agency's Agreement  
 GT&C #      Order #      Amendment/Mod #      Tracking Number (Optional) 18FDOJ170001

PRIMARY ORGANIZATION/OFFICE INFORMATION					
<b>24.</b>	<b>Requesting Agency</b>	<b>Servicing Agency</b>			
Primary Organization/Office Name	Department of Justice	U.S. General Services Administration / Technology Transformation Service /18F			
Responsible Organization/Office Address	145 N Street N.E., Washington, DC 20530	1800 F Street, N.W. Washington, D.C. 20405			
ORDER/REQUIREMENTS INFORMATION					
<p><b>25. Order Action (Check One)</b></p> <p><input checked="" type="checkbox"/> <b>New</b></p> <p><input type="checkbox"/> <b>Modification (Mod)</b> – List affected Order blocks being changed and explains the changes being made. For Example: for a performance period mod, state new performance period for this Order in Block 27. <b>Fill out the Funding Modification Summary by Line (Block 26) if the mod involves adding, deleting or changing Funding for an Order Line.</b></p>          <p><input type="checkbox"/> <b>Cancellation</b> – Provide a brief explanation for Order cancellation and fill in the Performance Period End Date for the effective cancellation date.</p>					
<b>26. Funding Modification Summary by Line</b>	Line # _____	Line # _____	Line # _____	Total of All Other Lines (attach funding details)	Total
Original Line Funding	\$	\$	\$	\$	\$0.00
Cumulative Funding Changes From Prior Mods (addition (+) or reduction (-))	\$	\$	\$	\$	\$ 0.00
Funding Change for This Mod	\$	\$	\$	\$	\$ 0.00
TOTAL Modified Obligation	\$0.00	\$ 0.00	\$0.00	\$ 0.00	\$0.00
Total Advance Amount (-)	\$	\$	\$	\$	\$ 0.00
Net Modified Amount Due	\$0.00	\$0.00	\$0.00	\$ 0.00	\$0.00
<p><b>27. Performance Period</b>      Start Date <u>10-01-2016</u>      End Date <u>09-30-2017</u></p> <p style="text-align: center;">MM-DD-YYYY      MM-DD-YYYY</p> <p style="text-align: center;">10/18/2016 - LED</p> <p>For a performance period mod, insert the start and end dates that reflect the new performance period.</p>					

# IAA Order

IAA Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 GT&C # \_\_\_\_\_ Order # \_\_\_\_\_ Amendment/Mod # \_\_\_\_\_

Servicing Agency's Agreement  
 Tracking Number (Optional) 18FDOJ170001

<b>28. Order Line/Funding Information</b>										<b>Line Number</b> _____							
					<b>Requesting Agency Funding Information</b>					<b>Servicing Agency Funding Information</b>							
<b>ALC</b>		15-01-0004								47-00-0016							
<b>Component</b>	<b>SP</b>	<b>ATA</b>	<b>AID</b>	<b>BPOA</b>	<b>EPOA</b>	<b>A</b>	<b>MAIN</b>	<b>SUB</b>	<b>SP</b>	<b>ATA</b>	<b>AID</b>	<b>BPOA</b>	<b>EPOA</b>	<b>A</b>	<b>MAIN</b>	<b>SUB</b>	
TAS Required by 10/1/2014																	
<b>OR Current TAS format</b>		15X0134								47X45341							
<b>BETC</b>		DISB								COLL							
<b>Object Class Code (Optional)</b>		2590															
<b>BPN</b>		112518001								964253686							
<b>BPN + 4 (Optional)</b>																	
<b>Additional Accounting Classification/Information (Optional)</b>		0F0604010102 YREGDOC S9760517 (NO YEAR FUNDING)								2016-A-00-285F-DS11-Q00XF000-AF151-18F Billable							
<b>Requesting Agency Funding Expiration Date</b> MM-DD-YYYY									<b>Requesting Agency Funding Cancellation Date</b> MM-DD-YYYY								
<b>OpenFOIA FY17</b>																	
<b>Project Number &amp; Title</b>																	
<b>Description of Products and/or Services, including the Bona Fide Need for this Order (State or attach a description of products/services, including the bona fide need for this Order.)</b>																	
See Form 7600B, Attachment A Statement of Work																	
<b>North American Industry Classification System (NAICS) Number (Optional)</b> _____																	
<b>Breakdown of Reimbursable Line Costs</b>									<b>OR Breakdown of Assisted Acquisition Line Cost:</b>								
<b>Unit of Measure</b>								<b>Contract Cost</b>		\$							
<b>Quantity</b>		<b>Unit Price</b>		<b>Total</b>				<b>Servicing Fees</b>		\$							
1		\$200,000.00		\$ 200,000.00				<b>Total Obligated Cost</b>		\$ 0.00							
<b>Overhead Fees &amp; Charges</b>				\$				<b>Advance for Line (-)</b>		\$							
<b>Total Line Amount Obligated</b>				\$ 200,000.00				<b>Net Total Cost</b>		\$ 0.00							
<b>Advance Line Amount (-)</b>				\$				<b>Assisted Acquisition Servicing Fees Explanation</b>									
<b>Net Line Amount Due</b>				\$ 200,000.00													
<b>Type of Service Requirements</b>																	
<input checked="" type="checkbox"/> Severable Service <input type="checkbox"/> Non-severable Service <input type="checkbox"/> Not Applicable																	



## IAA Order

IAA Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
GT&C # Order # Amendment/Mod #

Servicing Agency's Agreement  
Tracking Number (Optional) 18FDOJ170001

**29. Advance Information** (Complete Block 29 if the Advance Payment for Products/Services was checked "Yes" on the GT&C.)

Total Advance Amount for the Order \$ \_\_\_\_\_ [All Order Line advance amounts (Block 28) must sum to this total.]

**Revenue Recognition Methodology** (according to SFFAS 7) (Identify the Revenue Recognition Methodology that will be used to account for the Requesting Agency's expense and the Servicing Agency's revenue)

- ☐ Straight-line – Provide amount to be accrued \$ \_\_\_\_\_ and Number of Months \_\_\_\_\_
- ☐ Accrual Per Work Completed – Identify the accounting posting period:
- ☐ Monthly per work completed & invoiced
- ☐ Other – Explain other regular period (bimonthly, quarterly, etc.) for posting accruals and how the accrual amounts will be communicated if other than billed. \_\_\_\_\_

**30. Total Net Order Amount:** \$ 200,000.00

[All Order Line Net Amounts Due for reimbursable agreements and Net Total Costs for Assisted Acquisition Agreements (Block 28) must sum to this total.]

**31. Attachments** (State or list attachments.)

- ☐ Key project and/or acquisition milestones (Optional except for Assisted Acquisition Agreements)

☒ Other Attachments (Optional)

Form 7600B, Attachment A: Statement of Work

Form 7600B, Attachment B: Funding Details (answering Question 35 of this form)

### BILLING & PAYMENT INFORMATION

**32. Payment Method** (Check One) [Intra-governmental Payment and Collection (IPAC) is the Preferred Method.]

If IPAC is used, the payment method must agree with the IPAC Trading Partner Agreement (TPA).

- ☐ Requesting Agency Initiated IPAC ☒ Servicing Agency Initiated IPAC
- ☐ Credit Card ☐ Other – Explain other payment method and reasoning \_\_\_\_\_

**33. Billing Frequency** (Check One)

[An Invoice must be submitted by the Servicing Agency and accepted by the Requesting Agency BEFORE funds are reimbursed (i.e., via IPAC transaction)]

- ☒ Monthly ☐ Quarterly ☐ Other Billing Frequency (include explanation) \_\_\_\_\_

**34. Payment Terms** (Check One)

30 days to allow for payment of invoices

- ☐ 7 days ☒ Other Payment Terms (include explanation): \_\_\_\_\_

# IAA Order

IAA Number \_\_\_\_\_  
 GT&C # \_\_\_\_\_ Order # \_\_\_\_\_ Amendment/Mod # \_\_\_\_\_

Servicing Agency's Agreement  
 Tracking Number (Optional) 18FDOJ170001

CONTACT INFORMATION		
<b>FINANCE OFFICE Points of Contact (POCs)</b>		
The finance office points of contact must ensure that the payment (Requesting Agency), billing (Servicing Agency), and advance/accounting information are accurate and timely for this Order.		
<b>39.</b>	<b>Requesting Agency (Payment Office)</b>	<b>Servicing Agency (Billing Office)</b>
Name	Angela Freeman	Kathryn Connolly
Title	Assistant Director	Innovation Specialist
Office Address		1800 F Street, NW Washington, D.C. 20006
Telephone Number		
Fax Number		
Email Address	angela.r.freeman@usdoj.gov	18f-finance-cs@gsa.gov
Signature & Date (Optional)		
<b>40. ADDITIONAL Points of Contacts (POCs) (as determined by each Agency)</b>		
This may include CONTRACTING Office Points of Contact (POCs).		
	<b>Requesting Agency</b>	<b>Servicing Agency</b>
Name		
Title		
Office Address		
Telephone Number		
Fax Number		
Email Address		
Signature & Date (Optional)		
Name		Joshua Bailes
Title		18F Agreements Lead
Office Address		
Telephone Number		
Fax Number		
Email Address		joshua.bailes@gsa.gov
Signature & Date (Optional)		
Name		Matthew Spencer
Title		18F Agreements Deputy
Office Address		
Telephone Number		
Fax Number		
Email Address		matthew.spencer@gsa.gov
Signature & Date (Optional)		

# IAA Order

IAA Number \_\_\_\_\_  
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Servicing Agency's Agreement  
 Tracking Number (Optional) 18FDOJ170001

## 35. Funding Clauses/Instructions (Optional) (State and/or list funding clauses/instructions.)

Form 7600B, Attachment B: Funding Details

## 36. Delivery/Shipping Information for Products (Optional)

Agency Name	
Point of Contact (POC) Name & Title	
POC Email Address	
Delivery Address /Room Number	
POC Telephone Number	
Special Shipping Information	

## APPROVALS AND CONTACT INFORMATION

### 37. PROGRAM OFFICIALS

The Program Officials, as identified by the Requesting Agency and Servicing Agency, must ensure that the scope of work is properly defined and can be fulfilled for this Order. The Program Official may or may not be the Contracting Officer depending on each agency's IAA business process.

	Requesting Agency	Servicing Agency
Name	John Raymond	David Shive
Title	Director, IT Policy and Planning	Acting Commissioner, TTS
Telephone Number		
Fax Number		
Email Address	john.j.raymond@usdoj.gov	david.shive@gsa.gov
SIGNATURE	JOHN RAYMOND	(b) (6)
Date Signed	09-29-2016	06 OCT 16

**38. FUNDING OFFICIALS** - The Funds Approving Officials, as identified by the Requesting Agency and Servicing Agency, certify that the funds are accurately cited and can be properly accounted for per the purposes set forth in the Order. The Requesting Agency Funding Official signs to obligate funds. The Servicing Agency Funding Official signs to start the work, and to bill, collect, and properly account for funds from the Requesting Agency, in accordance with the agreement.

	Requesting Agency	Servicing Agency
Name	Kalinka Cihlar	Andrew Roach Laura Dawson
Title	AD Budget	Manager of Financial Planning & Analysis
Telephone Number		(b) (6)
Fax Number		
Email Address	kalinka.cihlar@usdoj.gov	andrew.roach@gsa.gov laura.dawson@gsa.gov
SIGNATURE	(b) (6)	
Date Signed	9/29/16	10/18/2016



**IAA #:**

**General Services Administration (GSA), Technology Transformation Service**

**and**

**Department of Justice**

**7600B, Attachment A - Statement of Objectives**

## **1.0 BACKGROUND**

The General Services Administration (the Servicing Agency), through its Technology Transformation Service, offers a variety of services focused on transforming the way government builds and buys digital/tech services, with an emphasis on public-facing interactions. 18F's mission is to transform agencies into digital organizations through new management models, culture change, modern practices, empowered talent, data access, and collaboration tools.

The Requesting Agency, for the purposes of this Statement of Objectives (SOO), is the Department of Justice/Office of the Chief Information Officer (DOJ OCIO). DOJ OCIO is currently undertaking a department-wide digital transformation, which will require the adoption of new models and practices in the areas of talent management, customer experience, acquisition management, employee collaboration, data management, product development, and technology delivery. Because 18F can leverage its experience in implementing these new models and practices at an enterprise level, it will provide assistance to the DOJ OCIO through innovation and transformation advisory services.

These services will take the form of evaluating existing capabilities, identifying capability gaps between where the organization and/or major program is now and where it wants to be, formulating recommendations, and supporting the implementation of these recommendations to foster innovation and culture change across the department.

## **2.0 SCOPE OF WORK AND DELIVERABLES**

18F will provide DOJ OCIO with the following:

1. A discovery exercise that will include the following components:
  - a. Workshops and/or interviews with DOJ staff to understand its vision, plan, objectives, priorities, status/progress, challenges, and constraints

**IAA #:**

- b. Conduct an analysis of existing capabilities and identify capability gaps in the areas of talent management, customer experience, acquisition management, employee collaboration, data management, product development, and technology delivery
    - c. A co-created actionable plan that will provide a summary of the above-mentioned items and a prioritized list of activities
  2. Recommendations for technical talent and capacity development
  3. Recommendations for a department-wide innovation center and ecosystem
  4. Recommendations on agile and lean practices focused on creating product strategies including activities in user research, agile coaching and workshops, and agile acquisition consulting, and other modernization and innovation efforts for DOJ projects
  5. Recommendations on product strategy consulting for agile acquisitions relating to DOJ modernization projects agreed to by the parties. This may include agile coaching, design and code review, test writing consulting/review, and other techniques as agreed to by the parties
  6. In collaboration with DOJ, implementation of the strategic plan and iterative refinement based on validated learning

**3.0 TIMEFRAME FOR ACHIEVING OBJECTIVES**

Objective	Timeframe
Kickoff Meeting	< 10 business days after agreement execution
Executive Strategy Workshop(s)	< 21 business days after agreement execution
Discovery Assessment Report	< 1 month after agreement execution
Innovation Program Strategy + Recommendations Report	< 3 months after agreement execution

**4.0 SERVICING AGENCY'S REQUIREMENTS**

To ensure best execution of the work, DOJ OCIO will provide access to the following upon request by the servicing agency:

- Facilities and equipment (including necessary credentials)
- Key personnel, including key executive and staff-level employees

**IAA #:**

- Key contractors and vendors, in meetings coordinated by DOJ and including any DOJ staff determined appropriate by DOJ (such as the cognizant Administrative Contracting Officer or designee)
- Documentation upon request, as appropriate (e.g., IT budget, procurement, strategic plans)
- Allow and enable 18F to publish articles and talk about the engagement in terms agreeable to both Agencies.

**5.0 REIMBURSEMENT**

Reimbursement for the above listed deliverables is to be provided on an actual cost basis. Actual cost means all GSA's costs including (1) labor costs and (2) non-labor costs, including any infrastructure/hosting, contracted services, travel, and related expenses under this agreement.

**Cost Breakout:**

- Labor: \$191,000
- Travel: \$9,000

**6.0 USE OF CONTRACT SERVICES**

GSA may, consistent with law, delegated authorities, and applicable policy guidance, use contract services in fulfilling the agreed upon deliverables with advance notice to the Requesting Agency.

**7.0 PROJECT STATUS AND REPORTING**

GSA will provide a status of key milestones on a weekly basis, including recent accomplishments, planned activities, risks and issues. A financial accounting will be included at least monthly based upon the requested services.





**IAA# : 18FDOJ170001**

**U.S. General Services Administration, Technology Transformation Service, 18F  
and  
U.S Department of Justice**

**7600B, ATTACHMENT B  
Full Text for 7600B, Line 35**

This agreement is to reimburse for the actual costs (as explained in the SOW) incurred by GSA.

GSA may incur unanticipated incidental costs related to work on this project, including but not limited to travel expenses and materials purchases. GSA may use the purchase card for necessary micro-purchases as defined in FAR 2.101. GSA may invoice the requesting agency for such costs provided each cost is pre-approved by the requesting agency.

This agreement will be effective for the period identified in Form 7600B, Box 27.